

# NASA Process Based Mission Assurance

## SecureMeeting General Charter

### **SecureMeeting**

SecureMeeting is available as an enhanced functionality of Process Based Mission Assurance (PBMA). SecureMeeting is a collaboration tool that allows users to securely schedule and hold online meetings to support the NASA Safety and Mission Assurance community and individual program/project teams as well as formal and informal groups of subject matter experts.

### **SecureMeeting and Sensitive Data**

Meeting attendance is limited to those individuals involved in making NASA programs and projects successful, including contractors, industry partners, and academia. Attendance in a meeting is predicated on the notion of reciprocity and sharing of knowledge. This system is designed specifically for the sharing of ACI data through display only. This system is not certified nor accredited to handle or display classified national security information. Any sharing beyond specifically authorized individuals with a determined “need-to-know” is in violation of NASA Policy and may be in violation of Federal law.

### **Legal/Security Ground Rules**

- No classified information.
- Requests for SecureMeeting accounts will be approved and created or denied by PBMA Administrators.

For additional information on these topics please contact your Center Export Administrator or Export Counsel, listed at: <http://www.hq.nasa.gov/office/codei/nasaecp/>

Or access the following NASA documents:

OMB Circular A-130

NPD/NPR 2190.1: NASA Export Control Program

NPD 2110.1E: Foreign Access to NASA Technology Utilization Material

NPD 2800.1A/NPR 2800.1: Managing Information Technology

NPD 2810.1C: NASA Information Security Policy

NPR 2810.1: Security of Information Technology

NITR 2810-2: NASA Information Technology Requirement

NPR 1600.2C: NASA Security Policy

NPR 1620.1A: Security Procedural Requirements

NIST 800-53: Recommended Security Controls for Federal Information Systems (draft)

## **Meeting Roles and Requirements**

### **Meeting Creator**

- Ensure all invitees have SecureMeeting accounts.
- Set up meeting and send invitations to all invitees.
- Responsible for ensuring invitations are received by the proper users.
- Ensures meeting attendees are authorized to view the information being presented.

### **Controller**

- Ensure that all meeting attendees were invited and take appropriate actions against those not invited.
- Responsible for ending the meeting.

### **Presenter**

- Review presentation material prior to joining the SecureMeeting to ensure there are no violations of NASA policies regarding information security and technology transfer.

### **Attendee**

- Ensure the content displayed in SecureMeeting is not visible to unauthorized personnel.

### **SecureMeeting Support Personnel**

- Arrange periodic workshops providing lessons learned and best practice case studies for SecureMeeting attendees.
- Collect and report general metrics to PBMA management.